



# MINUTES

## 1. ATTENDANCE AND ADMINISTRATION

**1.1 Present:** Kirsten Nalder (Chairperson), Andy Williams (Deputy Chairperson), Katrina Hutton, Gareth Batten, Cherrie Chubb, Bev Purdie, Cynthia Sampson, Susanne Struck, Nikki Winter and Steph Hartill (Minutes).

**Guests:** Alf Reid.

**1.2 Apologies:** Jett Bennett and Richard Baker.

**1.3 Declaration of interests:** None.

**1.4 Speaking Rights:**  
Steph and Alf were given speaking rights.

## 2. STRATEGIC DISCUSSIONS AND DECISIONS

### 2.1 Principal's Report

The Principal's Report was tabled and moved for adoption.

KN/GB  
Carried

- a. There was discussion regarding the Diploma Trip to Tata Beach and that not all students will be going – only those that meet the criteria.
- b. Teachers regularly face student feedback through classroom surveys.

### 2.2a Curriculum Review – English (Tasmine Palmer HOD English)

- a. Apologies from Tasmine Palmer who was unable to discuss this report with the BOT.

### 2.2b Curriculum Review – Social Sciences (Gareth Batten on behalf of Pete Mitchison (HOD Social Sciences)).

- a. The Credit counting and low literacy rates from the juniors coming through needs to be addressed.
- b. There is a literacy wide inquiry group working on writing in 2016.
- c. Kat noted that boy's writing is an area that is being addressed by some CoLs. This has also been identified as a goal for next year.
- d. Tourism was discussed with ideas of having more people from outside of the school involved. Bev introduced the idea of cultural tourism. There is the possibility of Golden Bay Promotions connecting also.
- e. Gareth noted that resources are quite good in the department but the storage and workroom area needs some work, which Pete is currently planning.
- f. There was discussion of having a Level 3 social sciences credit available.
- g. Credit counting and the need to encourage more externals was mentioned.
- h. It was noted there are not many PD opportunities for the team, but Pete and Gareth are always looking for new resources and ideas.
- i. Nikki noted that her son struggled with writing but has succeeded at History at honours at university purely as a result of the work of the Social Science teachers.
- j. Pete and Gareth are behind many of the literacy credits being achieved by students.
- k. Susie noted the Social Science have a good team culture and are to be commended for this.
- l. Kirsten, Kat and the BOT thanked Gareth and Pete and the rest of the Social Sciences Department for all their hard work.

### 2.4 Policies

- a. There was discussion regarding GBHS's response to the Earthquakes especially in regard to closing the school.
- b. It was decided that a report on what process was followed could occur and then be reviewed. Information on when decisions were made; based on what advice; whom inspected the buildings; etc to be included.
- c. Does GBHS need an Emergency Response page? Increase the use of facebook pages with updates so school community knows (eg: inspections taking place with more information to follow).

- d. It was suggested the community need to be aware of where to go in a Tsunami threat.
- e. There was discussion regarding texting options as a possible form of communication.

### 3. MONITORING

#### 3.1 Finance Committee

The Finance Committee Report was moved for adoption.

KN/CS  
Carried

#### 3.2 Property and Health & Safety Committee

The Property and Health & Safety Report was moved for adoption.

SS/GB  
Carried

- a. Andy is still collating all the storm water information from TDC.
- b. Greg Allum is now the Staff Health and Safety Committee representative.
- c. There was discussion regarding the Quote from Programmed Property Maintenance.
- d. Kat to check with Richard regarding the timeline for the Property projects.

#### 3.3 Staff Representation

No report.

#### 3.4 Home and School Association

- a. Kirsten, Kat and the BOT thanked Nikki Winter, Nicky Packard and Caroline Jones for all their service as tireless members on the Home and School Committee.
- b. Home and School needs to look at how they fundraise as there is a smaller pool of parents involved; perhaps join with other clubs for projects etc. Grandparents could be a good resource waiting to be shoulder tapped.
- c. Nikki suggested they might not need to fundraise for sports team in future instead focusing on things for the whole school or perhaps students in hardship.
- d. The BOT to send an invitation to the Home and School inviting a new representative in the new year.
- e. Home and School need to be thanked at the Junior Prize giving and then a little advert to encourage new parents to become active members of the Home and School Committee.
- f. Uniform Committee – currently consists of the BOT Staff Representative; Principal and Daphne from Home and School. Nikki suggested someone from the PE Department could be involved as they have a vested interest in sporting uniforms.

#### 3.5 Maori Community Liaison

No report.

- a. The BOT welcomed Bev Purdie who is very interested in focusing on Cultural Inclusiveness.
- b. Bev is working with Iwi, Janszoon Advisory Board, DOC and other agencies to help to achieve higher rates of Maori achievement. She is very interested in exploring more Education outside the Classroom with the Marae.
- c. Kat noted GBHS would like to have a Kapa Haka group and a whanau community.
- d. Bev suggested that a good starting point would be to just to have the BOT visit the Marae in 2017 with some key people.

#### 3.6 Student Representation

No report.

### 4. BOARD ADMINISTRATION

#### 4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 31 October 2016 as a true and correct record.

KN/GB  
Carried

#### 4.2 Action List of the Previous Minutes

Most action points were completed.

#### 4.3 Correspondence

It was moved that the Correspondence be accepted.

KH/AW

- a. A letter from Stef Jongkind was tabled.

#### 4.4 BOT Training and Administration

- a. Support Staff Audit will take place in April 2017.  
 b. HR Audit: Postponed until 2017.  
 c. A Strategic Planning Meeting is planned for 5pm on Thursday 15 December.

#### 4.5 Junior Prize giving and Farewell Luncheon

- a. The BOT were invited to the Junior Prize giving Ceremony on Friday 9 December.  
 b. All BOT members are welcome to also attend the Farewell to staff function at 1pm. The Staff leaving are Hess Williams, Paul Nield, Jason Welsford. In addition, the Home and School retirees Caroline Jones, Nikki Winter and Nicky Packard are also to be honoured.

#### 4.6 Annual Department Reports 2016

- a. The BOT agreed that the document presented in the agenda package should go out to staff.  
 b. Andy asked to have his reports collated together and given to him at the earlier in the year. Next year they will set the specific targets to speak to.  
 c. The most significant change is that for the Year 7-10 reporting, the Departments will be asked to report on progress on the individual rather than measured against National standards.

#### 4.7 Community of Learning

- a. The BOT agreed to make a decision on who will represent the BOT on the CoL selection committee at the next meeting. They also agreed a minimum of 9 months for the Lead Principal on the CoL would be best. KN/KH  
 Carried

### 5.0 CONFIDENTIAL MINUTES

The BOT moved into a confidential session at 9.10 pm.

The BOT moved out of the confidential session at 10.45pm.

The meeting closed at 10.45 pm.

**The next meeting is planned for Wednesday 14 December 2016 at 5pm with a short Finance Committee Meeting at the beginning of the meeting.**

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**Chairperson**

**Date**

**Principal**

**Date**

#### ACTION LIST

1. Senior Leadership Team to write down process followed for Earthquake closure for review and discussion for future events.
2. Texting programme to be investigated.
3. Steph to put the Home and School Committee fundraising amounts in the next issue of the Goldie.
4. A Strategic Planning Meeting, Thursday 15 December at 5.30pm at Kirsten's house.
5. BOT Meeting on Wednesday 14 December at 5pm with Finance Meeting before.
6. HR Audit to be booked for 2017.